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September 27, 2021

GENERAL SERVICES AGENCY CIRCULAR NO.: 2021-012

To: All Department and Agency Heads

From: Acting Chief Procurement Officer

Subject: **Periodic Review of Blanket Purchase Agreement (BPA) Purchase Orders**

Håfa Adai! This is a reminder to all departments and agencies that the General Services Agency may conduct periodic reviews to ensure adherence to the Blanket Purchase Agreement (BPA) procedures.

Pursuant to 2GAR-Administration, Div. 4 – Procurement Regulations,

§3112.14. Review Procedures. (a) The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, shall review a sufficient random sample of the BPA files at least annually to ensure that authorized procedures are being followed.

(b) The Chief Procurement Officer, the Director of Public Works, or the Purchasing Agency, that entered into the BPA for the Government shall –

(i) Ensure that each BPA is reviewed at least annually and, if necessary, updated at that time.

Therefore, copies of invoices pertaining to FY2021 BPA purchase orders must be forwarded to General Services Agency via gsaprocurement@gsadoa.guam.gov no later than **October 08, 2021**. Failure to comply with this requirement may cause to cease any issuance of your request or BPA's to your department/agency for FY2022.

Your attention and full cooperation in this matter is greatly appreciated. If you have any questions regarding this matter, please contact 475-1707/1708. *Si Yu'os Ma'åse.*

ANITA T. CRUZ
Acting Chief Procurement Officer